

Financial Guideline 2020/2021 – 28

Community & Comprehensive Schools and Voluntary Secondary Schools

Covid-19 Funding for Term 3

1. Introduction

The Department of Education issued notice to schools on the 27th of May, 2021 that the third and final round of Covid-19 Capitation funding for the 2020/21 school year will be provided by the middle of June.

2. Payments to Schools

Grant payments will be calculated using the 2020/2021 enrolment numbers. It will be calculated using the same rates applicable to Term 2 with adjustments made to those rates to reflect the period of school closures between 6th January and the second week in February when the phased re-opening of schools commenced.

Adjusted Grant Rates (to take account of school closure in Term 2)

Post -Primary	Rate per Pupil	
	Mainstream	Special Classes
Cleaning	€9	€10.90
PPE	€19.60	€78.40
Enhanced Supervision	€22.20	€22.20

Illustrative examples of the values of these grants payable for schools of various sizes:

Value of Covid-19 Capitation Grants - Mainstream Rate - Term 3 20/21 School year			
Pupil Enrolment	Cleaning	PPE	Supervision
Up to 200*	€1,800	€3,920	€4,440
400	€3,600	€7,840	€8,880
600	€5,400	€11,760	€13,320
800	€7,200	€15,680	€17,760
1600	€14,400	€31,360	€35,520

*Note the grant paid to schools with an enrolment of equal to or less than 200 pupils is based on a minimum enrolment of 200 pupils.

A template to calculate Covid-19 grant entitlements for Term 3 is available. [Click here](#) for the template.

3. Fee charging schools

Post-Primary Schools in the Fee Charging Sector, whose application for Covid-19 capitation funding in previous terms was successful, will automatically qualify for funding in Term 3.

4. Utilisation of grants

See the following financial guidelines for further information on the utilisation of these grants:

- [48 - 2019/2020 COVID-19 operational supports for the full return to school](#)
- [50 - 2019/2020 Guidance on PPE, Consumables and Equipment & Update on Coding for recording COVID-19 Grants Income and Expenditure, and 52-2019/2020 COVID-19](#) (for Voluntary Secondary Schools)
- [51 - 2019/2020 Guidance on PPE, Consumables and Equipment & Update on Coding for recording COVID-19 Grants Income and Expenditure, and 52-2019/2020 COVID-19](#) (for Community & Comprehensive Schools)
- [52 - 2019/2020 COVID-19 Additional Supervision Arrangements for the 2020/21 School Year](#)

A school must record the COVID grant income and expenditure in the accounting system using a department/division named COVID to the FSSU designated codes in the chart of accounts.

Schools are reminded to ensure that stocks are managed and procured appropriately to any avoid overstocking of supplies. This is to ensure value for money is being achieved and to avoid wastage.

5. Unspent Covid-19 capitation related grants

Any unspent Covid-19 Capitation related grants for the 20/21 School Year should be returned by schools to the Department's bank account by electronic funds transfer by 30th September 2021. One lodgement covering all grants (Enhanced Cleaning, PPE, COVID Aide and Enhanced Supervision as appropriate) should be made.

Note the Covid Minor Works grant should not be included as part of this reconciliation. See Appendix 1 for further details on this.

Please note an underspend in one of the grants should not be used to offset an overspend in another grant.

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

Tel: 01-269 0677

info@fssu.ie

3rd June 2021

Appendix 1

Procedure for returning unspent COVID-19 capitation related grants to the Department of Education

1. Email the Department of Education

When transferring the unspent COVID-19 capitation grants to the Department, email the Department with the following details;

- Total amount being returned
- Contact person name
- Contact person phone number

The subject of the email must contain the **School roll number followed by COVIDREFUND.**

The email should be sent to the Department of Education using this email address;

covidrefundsdf@education.gov.ie

Please have the email approved by the Principal before sending it to the Department.

Sample email for the Department

To: covidrefundsdf@education.gov.ie
Subject: School Roll Number followed by COVIDREFUND
To Cashier, Department of Education,
Total Amount being returned: €_____
Contact person: _____
Contact phone number: _____
Regards,

2. Transferring the money to the Department

- i. Set up the details of the Department bank account on the electronic banking.

Department Bank Account Details	Branch Name	Danske Bank, 3 Harbourmaster Place, IFSC, Dublin 1, D01 K8F1
	Account Name	PMG Gen Remittance
	Account Number	10001155
	Sort Code	95-15-99
	BIC	DABAIE2D
	IBAN	IE16 DABA 9515 9910 0011 55
Message/Legend to be used for the account to which the payment is being lodged	COVIDREFUND immediately followed by School Roll No. e.g. COVIDREFUND31245A	

- ii. Enter the details for the payment together with your reference details on the system.
- iii. Get the electronic bank approvers to approve the payment
- iv. Print a copy of the payment for your bank file